



Staff Report

RESOLUTION APPROVING PLANS AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR SEALED BIDS, APPROVING AWARD OF CONTRACT TO THE LOWEST RESPONSIBLE BIDDER FOR AN AMOUNT NOT TO EXCEED \$265,000, APPROVING A CONSTRUCTION CONTINGENCY NOT TO EXCEED \$10,000, AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT FOR POLICE DEPARTMENT ANNEX PARKING LOT, SIDEWALK, LIGHTING AND LANDSCAPE IMPROVEMENT PROJECT, CITY CONTRACT NUMBER 471

Honorable Mayor and Council Members:

Summary

Staff requests City Council approval for City Contract Number 471, the Police Department Annex parking lot, sidewalk, lighting and landscape improvement project plans and specifications and the authorization to advertise this project for bid. Staff also requests approval of a construction contingency of \$10,000 for the contract. The estimate for this project is \$265,000.

Background

Now that the old police station has been removed the restoration of the site can begin. A detailed plan has been developed that will enhance this area of Twin Pines Park between the Civic Center and the Manor Building. The project, in general, includes improvements to the parking lot, the addition of new sidewalks, night lighting in the Civic Center parking lot and area in front of the Manor Building and landscaping of the foot print of the old station. The project is funded from the Park Improvement Fund.

Discussion

The detailed plans for the improvements to the old police station site have been developed over the past months to allow for the completion of the improvements to the site this spring and summer. The plans include the following components:

- Repairs to the old police station parking lot. This includes replacement of damaged asphalt sections, repaving and striping of the lot.
- New sidewalks to provide for pedestrian access between Twin Pines Park and the Civic Center.
- Installation of additional lighting for the Civic Center parking lot and replacement lighting in front of the Manor Building. The Civic Center parking lot lighting will match the existing light standards and fixtures. The additional lighting will provide improved

security for visitors to the site.

- Landscaping of the site will include new trees, shrubs, lawn and ground cover. All landscaped areas will include new automatic irrigation systems.

The project plan was reviewed and recommended by the Parks & Recreation Commission on September 1, 2004. The City Council reviewed and approved the concept plan on September 24, 2004. The Planning Commission reviewed and recommended the plan on March 15, 2005.

The project will be coordinated with the future plans to upgrade and paint the Manor Building. The landscape planting along the north side of the Manor will not be planted until the improvements to the Manor are complete. The plant material will be provided by the contractor and planted by City staff at the appropriate time.

Funding for the project will be obtained from the Park Improvement Fund.

The proposed bid opening date is April 26, 2007. If the contract can be awarded, construction should start in May and be completed by mid-August.

General Plan/Vision Statement

No impact.

Fiscal Impact

The estimated cost for City Contract Number 471 is \$265,000. Funding will be obtained from the Park Improvement Fund, Project Account 341-4524-8051-9030. Another \$10,000 will be reserved as a construction contingency as needed by the City Manager and Finance Director to address unforeseen conditions that would prevent contract completion.

Public Contact

Publication and posting of City Council agenda.

Recommendation

It is recommended that the City Council approve City Contract Number 471 – the Police Department Annex Landscaping Project plans and specifications. It is further recommended that the City Council authorize advertising for sealed bids from qualified contractors and approve award of contract to the lowest responsible bidder for an amount not to exceed \$265,000. Staff also recommends approval of a contract contingency of \$10,000. Assuming acceptable bids are received, it is recommended that Council authorize the City Manager to execute a contract with the lowest responsible bidder.

Alternatives

1. Take no action.
2. Refer back to staff for further information.

Attachments

A. Resolution

Respectfully submitted,

Karl Mittelstadt
Project Manager

Raymond E. Davis III
Director of Public works

Jack R. Crist
City Manager

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RESOLUTION NO. _____

RESOLUTION APPROVING PLANS AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR SEALED BIDS, APPROVING AWARD OF CONTRACT TO THE LOWEST RESPONSIBLE BIDDER FOR AN AMOUNT NOT TO EXCEED \$265,000, APPROVING A CONSTRUCTION CONTINGENCY NOT TO EXCEED \$10,000, AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT FOR POLICE DEPARTMENT ANNEX PARKING LOT, SIDEWALK, LIGHTING AND LANDSCAPE IMPROVEMENT PROJECT, CITY CONTRACT NUMBER 471

WHEREAS, The area adjacent to the Manor Building in Twin Pines Park is in need of improvement; and,

WHEREAS, plans and specifications have been prepared for this work; and,

WHEREAS, the plan has been reviewed and recommended by the Park & Recreation and Planning Commissions; and,

WHEREAS, the Park Improvement Fund has adequate funds for the project.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council approves City Contract Number 471, plans and specifications.
2. The City Council authorizes advertisement for sealed bids for this work.
3. The City Council approves award of contract to the lowest responsible bidder for an amount not to exceed \$265,000, and approves a \$10,000 construction contingency.
4. The City Council authorizes the City Manager to execute a contract with the lowest responsible bidder.
5. Funding shall be from the Park Improvement Fund, project account 341-4524-8051-9030.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on March 27, 2007 by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont